

TPO SENIOR TRANSPORTATION PLANNER

MAJOR FUNCTION

This is a professional planning position at the Ocala/Marion County Transportation Planning Organization (TPO). This position involves support and oversight of TPO transportation programs and processes, transportation planning studies and technical analysis. Work is performed under the general supervision of the TPO Director.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility and should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

- Provides oversight for the Transportation Improvement Program (TIP). This includes the annual major update and all amendments; serving as project manager; involvement with steering committees and the public review process.
- Manages the TPO's Citizen Advisory Committee (CAC) and Technical Advisory Committee (TAC). This includes preparing agendas, coordination with committee chairs and making presentations.
- Develops the TPO's online interactive Geographic Information Management System (GIS) maps and annual summary reports involving safety and traffic count data.
- Serves as a point of contact for regional and local multimodal transportation studies. This includes serving on advisory committees or technical groups.
- Provides support to TPO Planning studies.
- Develops publications and graphics for the TPO's core planning documents.
- Participates in TPO board meetings, including delivering presentations.
- Delivers presentations to the general public and stakeholder groups related to the TIP, planning studies, development trends, statutory or rule requirements and status of projects.
- Interacts with the public and stakeholders, including providing information and technical assistance.
- Represents the TPO at meetings, conferences and seminars.
- Provides technical and advisory support to the TPO Director.
- Serves as an alternate to the TPO Director at the Florida Metropolitan Planning Organization Advisory Council (MPOAC) and Central Florida MPO Alliance.

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SECONDARY FUNCTIONS

- Performs other duties as assigned.
- Attends local, statewide and national technical training, seminars and conferences.
- Supports the TPO's guiding principles and core values.

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public and TPO partner agencies. Personal contact occurs with other employees of the TPO, consultants, administrators, public officials, citizens, and customers. Service is provided in person, email or by phone contact.

SUPERVISION

Occasionally functions as a lead worker for a small group of employees (one to four) in the absence of the TPO Director. May review the work product of others. Provides guidance, advice, and assistance to others on work assignments. Provides direction to staff that support or assist with assignments or planning studies.

EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATES

Education and Experience

Bachelor's Degree in Urban Planning, Civil Engineering or a related field (Master's degree is preferred). Must have four or more years of experience in transportation planning or an equivalent combination of training, education and experience.

Licenses

Possession of a valid Driver's License.

Certifications

American Institute of Certified Planners (AICP) is preferred.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

Language Skills

- Ability to read, analyze, and interpret highly complex documents.

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- Ability to respond effectively to the sensitive inquiries or complaints.
- Ability to develop presentations and write articles using original or innovative techniques or style.
- Ability to proofread copy and correct drafts for grammar, punctuation, and spelling in order to produce error-free work.
- Ability to make effective presentations on sometimes complex topics to management, public groups, committees and/or boards.

Mathematical Skills

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions.

Problem Solving Abilities

- Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to interpret complex and detailed technical data.
- Ability to develop policies, programs, plans, or procedures.
- Study manual work process to determine most effective methods for essential tasks.

Specialized Skills and Abilities

- Knowledge of the theory, principles and practices of transportation planning, including the mission, roles and responsibilities of a TPO/MPO.
- Ability to communicate courteously, tactfully, and effectively with government officials, employees and members of the public. Ability to speak effectively and clearly in public.

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- Knowledge and expert level understanding of Microsoft Office programs, including presentations, documents and spreadsheets.
- Knowledge and expert level ability to analyze data and information through the use of Geographic Information Systems (GIS).
- Ability to plan and organize work. Strong organizational skills, ability to prioritize tasks, analyze data, and meet multiple deadlines.
- Ability to work independently on time sensitive complex issues. Ability to manage tasks and projects in an effective manner to meet deadlines.
- Knowledge of research techniques, methods and practices. Ability to conduct research, analyzes and interprets findings, and prepares clear and concise reports.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

Machines and Equipment

This employee will be required to operate a computer, calculator, telephone, fax machine, copy machine, and other general office equipment in the completion of the tasks of the position.

PHYSICAL DEMANDS

While performing the duties of this job, the employee will occasionally be required to use hands to finger, handle or feel, reach with hands and arms, and lift up to twenty-five pounds; will regularly be required to stand, walk, and sit; and will frequently be required to talk and hear. Special vision requirements include close vision and the ability to adjust focus to bring an object into sharp focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level for this environment is moderate. Majority of all work is performed inside an office. Job functions are performed during the regular working day; however, may require night or weekend meetings or in-state travel.

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Pay Grade: 27

Job Description Number: 2067

Category: 2

Status: E

Revised: